

**Siletz Valley School**  
**Regular Board Meeting Minutes**  
**March 17, 2026**

**I. Call to Order at 5:34pm**

**Board Members present:** Jen Metcalf, Dee Butler, Sharon Edenfield, Jacob Reid

**II. Approval of Items on Consent Agenda**

a. February Regular Board and Special meeting minutes, Sharon made a motion to approve consent agenda, Dee seconded and the motion carried.

i. Jen added a second Superintendent Evaluation Tool to Action Items.

**III. Information Items- Superintendent's Report**

a. Principal

b. Athletic Report combined with Culture Report

i. Jen suggested we invite students to report on their successes and experiences with OBOB, drum group, paddle making, etc.

d. Student Success, Graduation Tracking and College Readiness Report

e. Culinary Report

f. Superintendent Report

**IV. Information Items**

a. **Enrollment and Attendance-** Reviewed

b. **Financial reports-** Reviewed

c. **Letter of Interest-** Reviewed, only 1 was received

d. **Charter/Lease Agreement- Compliance Review**

i. Jen asked Debra Barnes to read the original letter with 12 areas of concern and the progress updates from LCSD, and give any updates or explanations as needed.

**V. Action Items**

a. **February Checks and Deposits**

SVS Checking Account

Check numbers & deposits that were processed from February 1 through February 28, 2026..

Check numbers 5022-5043 (22 AP checks) and 7272-7280 (9 payroll checks) for a total of \$54,494.07.

28 Payroll direct deposit for a total of \$88,376.71 ; Employer paid payroll expenses total of \$75,158.66.

SVS Checking Account Deposits

1 Deposit #151 for a total of \$39,158.77

2 Transfers from SVS Money Market to Checking in the amount of \$300,000.00

SVS MM Account

3 Deposits #190-191 for a total of \$152,739.51.

i. Sharon motioned to approve the January checks and deposits; Dee seconded and the motion carried.

- b. **Personnel Changes**
  - i.. Sharon motioned to approve the personnel changes; Dee seconded and the motion carried.
- c. **2025-2026 Budget Amendments**
  - i. Jacob motioned to approve ; Dee seconded and the motion carried.
- d. **Superintendent Evaluation Tool**
  - i. Board reviewed the evaluation tool (#1) that was included in the packet, and the new tool (#2) that Jen included at the start of the meeting. Sharon motioned to approve tool #2, Dee seconded and the motion carried.
- e. **CTSI Culinary Contract**
  - i. Sharon motioned to approve contract, Jacob seconded and the motion carried

**VI. Executive Session:** To consider a complaint and review matters related to the performance or conduct of an employee (ORS 192.660(2)(b))

- a. Jen motioned to enter executive session at 7:42, Sharon seconded and the motion carried.
- b. Exited executive session at 8:13pm
  - i. Jen motioned to place an employee on paid administrative leave pending investigation of complaints; Jacob seconded and the motion carried.
  - ii. Jacob motioned to approve Debra Barnes as acting superintendent; Sharon seconded and the motion carried.
  - iii. Jacob motioned to approve Jen Metcalf as the contact person for the lawyer to speak with in regards to the investigation; Dee seconded and the motion carried.

**VII. Adjournment**

Motion to adjourn the meeting at 8:15pm was made by Sharon, seconded by Jacob and the motion carried.

Minutes taken by Danielle Welch